# Password Creation

1. Must have organization unique ID
2. Password will be case sensitive
3. Password retrieval email cannot be same
4. Password retrieval email will send link for password change not old password
5. Retrieval is not possible via sms
6. Creation, Retrieval procedure must contain captcha
7. Cannot be given to any other person
8. Password cannot be asked by administration ( in any case)
9. Passwords must be at least 8 characters in length and must contain a combination of letters (a mixture of upper and lower case), numbers, and at least one non-alphanumeric character.
10. Upper case characters (A..Z) are allowed
11. Lower case characters (a..z) are allowed
12. Numbers (0.9) are allowed
13. Non-Alphanumeric (!@#$%^&\*()\_+|~-=\`{}[]:";'<>?,./) are allowed
14. Passwords must not be based on a user’s easily accessible personal information or that of his/her family members, pets, friends, or co-workers (e.g. username, date of birth, address, phone number, SIN, or any other unique identifying number or symbol).
15. Passwords must not include common words that can be found in a standard dictionary (English or foreign) or are publicly known slang or jargon.
16. Passwords must not employ commonly used proper names, including publicly known fictional characters from books, films, or places.
17. Passwords with three or more words together can be easier to remember and very secure due to the exponential factor.
18. Passwords must not be based on the Board/school’s name or geographic location.
19. Passwords should not contain any simple pattern of letters or numbers, such as “qwertyxx” or “xyz123xx”.
20. Passwords should not be a common phrase followed by a digit that is changed when the password expires.
21. A new password must contain at least 3 characters that are different from those found in the old password which it is replacing.
22. Passwords must be changed every 3 months.
23. An acronym password based on a phrase known only by the user is an effective way to generate a strong password. Example: Key Phrase – I like 2 spend time at the school. Using the first letter from each word in the phrase, the password acronym could be Il2stats.
24. Staff and other Board employees with Administrative access to any Board system must have passwords containing a minimum of 15 characters in length and must contain a combination of letters (a mixture of upper and lower case), numbers, and at least one non-alphanumeric character.

# PASSWORD PROTECTION

1. Passwords should be treated as confidential information. No employee is to share their password with another person (including ITS staff, administrators, supervisors, other co-workers, friends, and family members) under any circumstances. If someone demands your password, refer them to this procedure or have them contact the ITS Helpdesk.
2. If it is necessary to keep a record of a password, then it must be kept in a safe controlled
3. access place if in hardcopy form, or in an encrypted file if in electronic form.
4. Passwords are not to be transmitted through email or over the Internet. However, using a password retrieval feature such as “Forgot My Password” is permitted, as is typing in a password to a secure website to access Board resources via the Internet.
5. Never use the “Remember Password” feature on any system or application.

## Saftey:

Do not copy paste